



## **Speaker Presentation Guidelines Oral Presentations**

### **LANGUAGE ACCESSIBILITY FOR YOUTH ATTENDEES**

To ensure all our participants, especially for our young attendees, can fully engage with your presentation, we encourage presenters to use clear and accessible language, and to minimise the use of technical jargon where possible. This approach helps make complex ideas easier to understand and promotes inclusivity among all our attendees of diverse ages and backgrounds.

#### **Guidelines for Youth Friendly Language Use:**

- Simplify Technical Terms: When discussing specialised topics, consider simplifying technical terms or providing clear explanations alongside them.
- Define Acronyms and Abbreviations: Spell out acronyms and abbreviations the first time you use them, to ensure clarity for those unfamiliar with the terms. Consider including a legend in your presentation to explain specialised terms or acronyms.
- Use Visual Aids Effectively: Supplement your presentation with easily understandable visual aids such as diagrams, charts and graphs to enhance understanding without relying solely on verbal explanations.

By adhering to these guidelines, presenters can create a more inclusive and accessible experience for all conference participants, including our younger audiences who may be new to the subject matter.

### **ACCESSIBILITY FOR PEOPLE WITH DISABILITIES**

The conference should be accessible to people experiencing a range of disabilities.

#### **Using Universal Design Principles**

- Do not rely heavily on just spoken information or just visual information - provide key information for your presentation in visual and audible means, to maximise accessibility of your presentation
- If using videos in your presentation, consider providing captions

### **KEEPING TO TIME**

It is important for speakers to show courtesy towards other presenters in their session by sticking to time. This allows all speakers the same opportunity to present without running into the next session's time or into the break.

- **Keynote/Invited Speaker Presentations:** Your presentation must not be longer than your allocated presentation time. Refer to your speaker invitation for details of your session.
- **12-Minute Oral Presentations:** Your presentation must not be longer than your allocated presentation time of 12 minutes. This will be followed by 3 minutes of Q&A.
- **5-Minute Oral Presentations:** Your presentation must not be longer than your allocated presentation time of 5-minutes.



**Oral Presenters - At your session:**

- Advise the session chairs that you have arrived
- Look at the set-up on the stage (if applicable) where time allows
- Stay seated in the front row of the room until you are introduced to the Chairs
- **Ensure you keep to time**
- The AV technician will monitor a countdown timer. The countdown timer will be displayed on your monitor. Please pay careful attention to the timer
  - When the speaker begins the screen will be **blue**, as the time counts down the screen will progressively turn **black**
  - When it flashes/changes to **yellow** there is 1/5 minutes remaining. Your 1/5 minutes of question time must start now. (Q&A time depends on presentation type).
  - When it flashes **red** the total session time is over. Please ensure you finish when the light turns red. (NB the timer will now start to count up)

**DISCLOSURE OF INTEREST**

Presenters are **REQUIRED** to include a disclosure of interest slide in their presentation. The conference organising committee recognises the considerable contribution that industry partners make to professional and research activities, and we value these greatly. We are also looking at ways to increase opportunities of transparency for disclosing conflicts of interest and to make this as transparent as possible for presenters. One common way of doing this is to acknowledge these relationships in publications and presentations. Disclosures should relate to the substance of the research being presented, declaring any relationships and potential conflicts as part of each presentation you make.

**AT THE CONFERENCE**

Speakers will need to visit the designated speaker presentation loading area, available for you at the conference. Specific times will be communicated with you in the lead up to the conference. Please ensure your presentation is brought to the Conference on a USB Stick for uploading by a professional AV technician in the dedicated speaker preparation room. If you are not providing slides for your presentation, please advise the AV technician in the speaker preparation room.

**AUDIO VISUAL REQUIREMENTS**

Your presentation should be created and presented in **PowerPoint (scale 16:9)**. Each Conference room will be equipped with data projection facilities, lectern, microphone, and a laser pointer. An audio-visual operator in the room will control the presentation, lights and audio and will be able to assist you with any questions on the day.

**PRESENTATION CONSENT FORM**

The Conference organisers are making every effort to distribute information presented at the Conference.

You will be asked to sign a speaker consent form in the speaker preparation room confirming that you consent to your PDF slides being made available on the conference website after your presentation. You will also have the opportunity to provide an abridged version or to decline completely.